

**ADMINISTRATIVE - INTERNAL USE ONLY**

22 JUL 78

**MEMORANDUM FOR:** Deputy Director of Central Intelligence

**FROM :** F. W. M. Jamney  
Director of Personnel

**SUBJECT :** Secretarial/Clerical Career Service Panel System

**REFERENCES :** (a) Memo for D/Pers fr DDCI dtd 24 May 78, subj:  
Memorandum from the Acting Chairman, Secretarial/  
Clerical MAG, dated 15 May 1978

(b) Memo for DDCI fr Acting Chairman, Secretarial/  
Clerical MAG dtd 15 May 78 re same subject

1. Action Requested: None. This memorandum responds to references and is for your information. The response to reference (b) comments is forwarded as an attachment to this memorandum.

2. Background: As you know the Secretarial/Clerical Career Service Panel system was developed in response to concerns that there was no mechanism, comparable to the systems established for the professional employees, to ensure the orderly development and progression of employees in these categories. While several Career Services and Career Service Subgroups had programs for the administration of the secretarial and clerical employees, there was no Agency requirement and the procedures varied considerably. This new program for secretarial/clerical employees ensures the personnel management of all Agency personnel, e.g., clerical, technical and professional, takes place within the uniform framework of the career service panel system.

The Agency policy of decentralized personnel management makes the career development, e.g., assignment, training and promotion, of employees the responsibility of the Head of the respective Career Services. The inter-directorate rotational program for potential managers provides for a developmental experience and is part of the training program of the parent Career Service for the individual concerned. It is not envisioned these rotations would develop into permanent assignments with change of Career Service for these officers, or at least not at this point in time.

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The fact that specific provision for rotation or transfer is not included in the guidelines for the administration of the Secretarial/Clerical Career Service Panel system does not mean such movement is prohibited. While rotational tours with other Career Services would not ordinarily provide developmental experiences for persons in these categories, such as is expected of the potential manager program, there is every expectation transfers to another component or Career Service will continue under the same policies as now exist, e.g., individual interest in transfers, and positions for which a component has no qualified candidate.

F. W. M. Jarney

Att.  
As Stated

**Distribution:**

Orig - DDCI  
1 - ER  
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OP/P&C/RS,  :cmc (16 Jun 78)

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SECRETARIAL/CLERICAL MAG COMMENTS ON  
SECRETARIAL/CLERICAL CAREER SERVICE PANEL SYSTEM

COMMENT:

a. The system at this stage does not seem to allow for cross-directorate mobility of senior secretaries.

RESPONSE:

There is no intention in the new panel system to prohibit inter-directorate transfers and we would expect such movement whenever circumstances permit, such as unavailability of qualified candidates for a specific position. As an example, we see the E Career Service, because of its limited pool of resources, continuing to offer opportunities for the assignment of experienced secretaries and clerical personnel from the various Career Services.

Because the panel system is designed to support employee development, e.g., training, assignment and promotion, a structure such as the Career Service is necessary to provide the parameters of the group and normal assignment area. Such a system offers the employees within the Career Service a more consistent, identifiable process for development and more equitable competition for senior positions. It is a formalized approach to much of what has taken place informally in Career Services or Career Service Subgroups in the past.

COMMENT:

b. The restriction stating applicants can be only one grade, not two, below the grade of the job to be filled may be quite disturbing to the large numbers of secretaries who are at the GS-07 level since few GS-08 positions are available.

RESPONSE:

As the DDCI memorandum of 13 April 1978 stated, this is a policy decision of the Director.

COMMENT:

c. The guidance for implementing this system has not yet addressed how or if it will incorporate the current vacancy notice system.

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RESPONSE:

The Agency vacancy notice system would still be used where a position cannot be filled from within a Career Service. Individual Career Services are free to institute an internal vacancy notice system or use the Agency system, if the procedures for making assignments within the directorate are compatible with such an approach.

COMMENT:

d. Safeguards for ensuring that this system will not hamper progression into professional slots are not evident.

RESPONSE:

The basic purpose of the Secretarial/Clerical Career Service Panel system is to administer and manage the career development of secretarial and clerical personnel, and consequently it does not specifically address movement into professional assignment or status. There is nothing, however, in the panel system which would limit the development of the employee with the necessary qualifications or experience for conversion to professional status. In fact, the panel evaluations and rankings may well serve to support the internal professional selection and development process, but it should be recognized such an activity is a side benefit of the basic purpose of the panel. There is no intention that the panel system change any of the current conversion policies or procedures in the various Career Services or limit the option of the employee to consult with the Psychological Services Staff of OMS and the Professional Placement Branch/Office of Personnel to determine career direction or changes therein.

COMMENT:

e. No enforcement mechanism or guidance to ensure uniform ranking criteria for the career panels exists to date.

RESPONSE:

Each Deputy Director, as designated Head of a Career Service, has been given the responsibility of developing uniform promotion criteria [ ] and further charged with "ensuring that the principle of comparative evaluation is followed" [ ]. This is applicable to all Career Service panels, those that exist today and new ones that may be established, i.e., the Secretarial/Clerical Panel. The Director of Personnel is providing guidance to the Career Services during the process of establishing the Secretarial/Clerical Career Service Panels and is responsible for continuous review of the Agency's comparative evaluation and promotion program ensuring compliance with the regulation [ ] (3)(a)).

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